Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.4.4

3.4.4 - Acceptance of Academic Credit

The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution’s own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript.

Judgment of Compliance

In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College has a defined and published policy for evaluating, awarding and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with the college’s mission and ensures that course work and learning outcomes are at the collegiate level and comparable to Chipola’s degree programs. In all cases, the student must complete at least 25% of the program of study at Chipola College to be awarded the credential. Chipola College accepts the responsibility for the quality of coursework placed on the transcript when equivalency credit is granted toward the completion of a Chipola College program and has specific procedures for evaluating courses completed at regionally accredited institutions.

The college catalog describes the policy and procedure for evaluating, awarding, and accepting credit from other accredited institutions. A student who has attended another college or university must submit transcripts from all colleges attended. The Admissions and Records Office staff evaluate transcripts as prescribed by guidelines established by the State Board of Education in determining the level at which courses shall be classified. Course credit from accredited institutions is evaluated for transfer credit for the requested program of study. Florida’s Statewide Course Numbering System, which facilitates the transfer of credit between participating institutions, identifies common course equivalencies for ease and consistency in the transfer of credit. When coursework is submitted for which no equivalency exists, the Admission and Records Office staff reviews the content and
objectives of courses completed on a course-by-course basis. The final decision of equivalency is determined by the Dean of Enrollment Services.

**Transfer Credit**

Students who have attended any college or university prior to enrolling at Chipola College are considered transfer students and must present an official transcript from each college/university previously attended. Transfer students must request that their official transcripts be mailed directly to the Office of Admissions and Records (7); [2]).

Students may transfer college credit from other institutions into Chipola College; however, at least 25% of the semester hours of the BS, AA, AS, AAS or college certificate program must be earned in college semester hours at Chipola College (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the Dean of Enrollment Services. Students with college credit from colleges outside the U.S. must have their documents evaluated by World Education Services, an approved commercial evaluating company (8).

**Experiential Learning**

Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits are awarded for skills and knowledge directly related to a particular program of study, not simply for years of work experience ([9]). The Dean of Workforce Development and the faculty who teach in the workforce program area related to the non-credit coursework evaluate the training, experience, and/or skills to determine if the experiential learning represents outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work.

A maximum of 25% of college credit or workforce development hours may be awarded for experiential learning. Students do not have experiential learning credit posted on their transcript until they have completed 12 college credit semester hours or 360 workforce development hours at Chipola, earned a 2.0 GPA, and are currently enrolled. All experiential learning students must complete the last 15 college credit semester hours or the last 450 workforce development hours at Chipola College. For degree completion, at least 25 percent of semester credit hours, or the equivalent workforce development hours, must be earned through instruction at Chipola College. All documentation must be submitted to the Admissions and Records Office along with the Evaluation of Noncredit Coursework Form. This form is available to students in the Admission and Records Office ([10]).

**Acceleration Mechanisms**

The college recognizes alternate ways of learning, relying on credit by examination to test for proficiencies that may have been acquired outside of the traditional academic
setting. The process for awarding academic credit through acceleration mechanisms is outlined in the Chipola College 2006-2007 Catalog ([11]).

Chipola College awards credit through the following mechanisms: Advanced Placement, College Level Examination Program, International Baccalaureate (IB), Military Service School Credits, Defense Activity for Non-Traditional Education Support (DANTES), and Chipola College Institutional Exemption Exams. Credits for accelerated mechanisms defined under Florida rules and regulations are awarded in accordance with Florida Administrative Rule ([12]) and the Articulation Coordinating Committee Credit-by-Exam ([13]) equivalents adopted on September 19, 2001 and amended on August 6, 2006. These equivalents can be found on the Chipola College website ([14]).

**Workforce Development Certificates**

A student who has previously attended or been enrolled in another technical center will be considered a transfer student upon admission to a Chipola Workforce Development Certificate program. Such students must meet regular admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. The Dean of Workforce Development and the faculty who teach in the workforce program area related to the non-credit coursework examine the faculty credentials, non-credit curriculum frameworks, course objectives, course syllabi, final examinations, and other assessments to determine if the articulated courses represent coursework and learning outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work ([9]).

**Documentation:**

1. Chipola College Board Policy Number 3.140: Graduation Requirements
2. Chipola College Board Policy Number 3.010: Admission Requirements
3. Chipola College 2006-2007 Catalog, p. 17
4. Rule 6A-10.0242 - Procedures for Determining the Level at Which Courses Shall be Classified
5. Florida Department of Education Statewide Course Numbering System
6. Chipola College 2006-2007 Catalog, p. 88
7. Chipola College 2006-2007 Catalog, p. 16
[8] Chipola College website - International Students


[10] Chipola College Evaluation of Non-Credit Form


[14] College Level Examination Program (CLEP) Credits